



CARS REPORTING PROCESS – NTDO PAYMENTS

Preparation Phase

- ☐ Meet with GWA's Customer Relationship Management Division & Payment Management Representatives to discuss Agency's specific reporting procedures and possible changes.
- ☐ Determine Application or Program Requirements and Prerequisites of becoming a CARS Reporter ALC by identifying all of the Payment systems and key types of payments used by the ALC (all payment systems need to be converted at once) and confirm all systems are ready to handle CARS Reporters.
- ☐ Exchange contact information (including back-ups), access IDs, system requirements/changes.
- ☐ Obtain access to CARS applications.
- ☐ Establish SAM access and default rules/profile.
- ☐ Ensure ALC and user information is up-to-date.

PIR specific:

- ☐ Contact the **PIR Agency Outreach team** at PIR.Agency.Outreach@fms.treas.gov to schedule SRF training and testing.
- ☐ Determine the initial SRF strategy – Submittal with or without TAS/BETC.
 - ☐ Identify TAS/BETCs to be used in the PIR Standard Reporting Format (SRF). Ensure internal agency changes are made to systems/processes in order to provide TAS/BETCs; and applicable users have required equipment, access, PKI/keys (if applicable) and training on how to perform their roles
- ☐ Determine SRF production implementation date.

Note: While an agency must be submitting its SRF in production to become a CARS reporter, SRF files may be sent in production by non-CARS reporters.

Parallel Pilot Phase

- ☐ Determine if a parallel pilot phase is desired.

Agency

- ☐ Report NTDO Payment transactions with TAS/BETC classification through PIR.
- ☐ Continue to report NTDO Payment transactions on month-end Statement of Transactions and Accountability reports to CARS.

CARS

- ☐ Compare data as entered through PIR and CARS.
- ☐ Meet with agency to discuss data discrepancies.
- ☐ Agree on CARS Reporter implementation date.

Reporter Implementation (Go Live) Phase

Agency

- ☐ Omit/exclude NTDO Payment transactions from the month-end Statement of Transactions and Accountability reports.
- ☐ Routinely review Account Statement to reconcile and ensure NTDO Payment transactions are posted to appropriate TAS BETCs.
- ☐ If TAS BETC reclassifications are necessary, access CARS CTA (Classifications, Transactions, and Accountability) Module.
- ☐ Routinely review the Default TAS (F3500) and ensure all defaulted transactions are reclassified to the appropriate TAS BETCs.
- ☐ Provide feedback to CARS/Payment Systems on processing.

CARS

- ☐ Post NTDO Payment transactions to Agencies' TAS Fund Balance with Treasury (FBWT) based on PIR classifications.
- ☐ Provide daily view of TAS FBWT through the CARS Account Statement, Provisional View.
- ☐ Coordinate any follow-up with agencies and systems

- For more information, please contact the CRM Team at GWA-CRM@fms.treas.gov or the PIR Agency Outreach team at PIR.Agency.Outreach@fms.treas.gov.
- For listings of valid TAS BETCs, please visit the SAM Public Website www.sam.fms.treas.gov/sampublic.